

## B2B User Guide:

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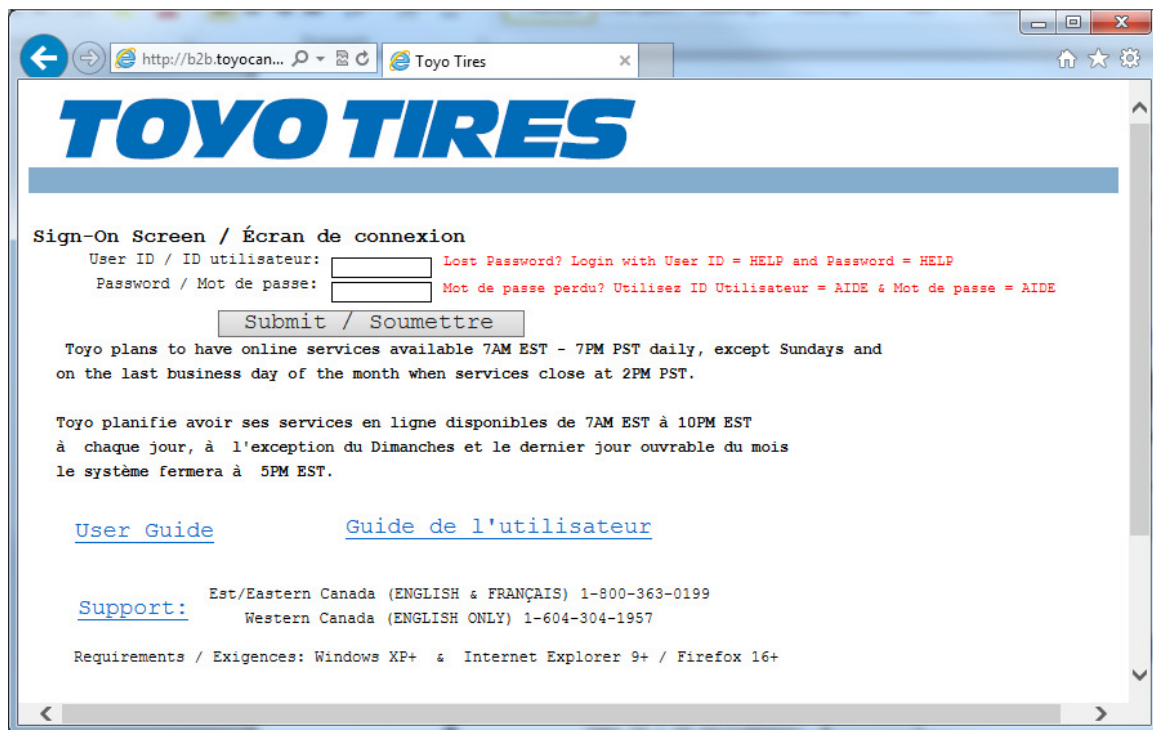
**Overview:** Although this site is fairly intuitive this document covers the functions provided to Toyo dealers on this site. Not all functions may be provisioned for your particular user profile and you may not see each and every screen in a process flow.

## Getting started:

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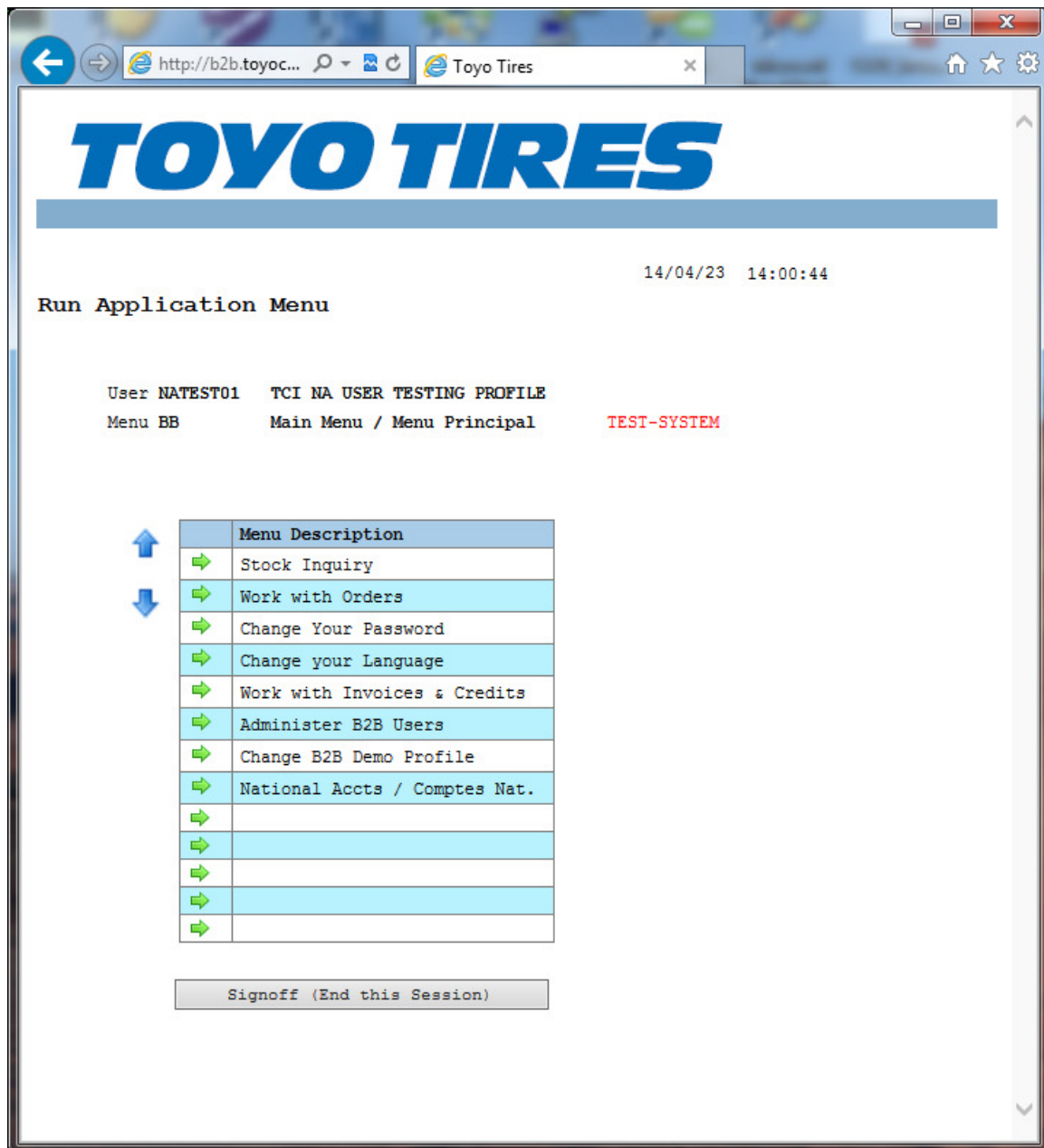
**Requirements:** Check the login page (shown below for system requirements). Although other browsers are not supported most will work with only slight differences in appearance. Requirements will change over time and may no longer match the image below so please check the site itself.

**Locating the start page:** This is fairly easy, use → <http://b2b.toyocanada.com>



## Log In:

In order to use the B2B functions you will need to log in using a valid user ID and password, which you obtain through your head Office or B2B Administrator (or your local B2B Administrator if your head office has appointed one). If your password requires changing you will be prompted as required. Once your user ID and password are accepted you will be shown the main screen, which shows you all of your available options. This screen looks like:



Click the green arrow, to the left of each function, in order to start that function.

## Stock Inquiry:

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**Overview:** This function allows you to check the stock of an item, order items and check technical specifications. The “Select Item” button provides an item search tools that assists you in retrieving the item code based on description. The Item Search is explained later in the document.

The screenshot shows a web browser window with the URL <http://b2b.toyoc...> and the page title "Toyo Tires". The page features the "TOYO TIRES" logo at the top. Below the logo, the date and time "14/04/23 14:02:28" are displayed. The main heading is "Item Stock Inquiry".

The form displays the following information:

- Item Description: 185/75R14 89Q OBG02+ TL
- Item Number: 137000 (with a "Submit" button below it)
- Weight: 17.64 Lbs
- Next ETA: None in transit.
- Primary Warehouse: VANCOUVER (RICHMOND)
- Qty Avail: 0
- M.S.R.P: 147.00

Below this information, there is a checkbox for "Contact me when stock available?" with the text "(Y=Yes, N=No)". A text input field for "Name or e-mail" is labeled "(optional)".

There is a section for "Lost Sale Qty:" with an input field and a note: "(Registering a lost sale will help TCI to ensure better product availability)".

At the bottom of the form, there are five buttons: "Exit", "Order Now", "Select Item", "Tech Info", and "Order Activity".

To check stock: Enter the six digit Toyo item number, or click the select item button. The item search is explained in a later section and it does exactly what you would expect (it takes your search criteria and finds matching items).

- The “Order Now” button serves the purpose of ordering the item code most recently looked up (you need to be authorized for this or you will be blocked by the system).
- The “Tech Info” button shows the technical information for the item most recently looked up.
- The “Order Activity” button will show you a list of orders which contain the most recently selected item.

## Order Activity for item:

This function shows a list of orders which contain the selected item. This screen is reached by pressing the "Order Activity" button from the stock inquiry screen. As the order file contains many orders, the program scans up to 1000 orders before pausing. To continue searching press the Page Down key on your keyboard. The screen looks like this:

Toyo Tires / Pneus Toyo - Windows Internet Explorer

http://b2b.toyocanada.com:8023/presto, Bing

Snagit

Favorites Toyo Tires - Pneus Toyo Suggested Sites Free Hotmail Google

Toyo Tires / Pneus Toyo

# TOYO TIRES

10/10/07 13:16:46

## Order Activity for Item

View: ALL  
[Change View](#)

Item 111600 205/65R16 95T=VERSADO.LX  
Sold-To 10030 MISC/BRITISH COLUMBIA  
Ship-To 10030 MISC/BRITISH COLUMBIA

Whse	OrdTyp	Status	Order	OTC	Required	Customer PO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

[2=Edit/View Order](#)

Whse	Cust#	OrdTyp	Status	Order #	OTC	Ordered	Required	Qty	Ord	Alloced
<input type="checkbox"/> V	10030	REG	INV	505550	0	7/04/04		4	4	

[Cust PO AKI](#)

Press Page Up / Page Down for more ...

[Exit](#) [Prompt](#) [Refresh](#) [Submit](#)

Internet | Protected Mode: On 100%

## Technical Information for Item:

This screen is reached by doing an item stock inquiry for a specific item and then clicking the 'Tech Info' button. This screen looks like:

The screenshot shows a Windows Internet Explorer browser window. The title bar reads 'Toyo Tires / Pneus Toyo - Windows Internet Explorer'. The address bar shows 'http://b2b.toyocanada.c...'. The browser has several tabs open, including 'Snagit', 'Toyo Tires - Pneus Toyo', 'Suggested Sites', 'Free Hotmail', and 'Google'. The main content area displays the 'TOYO TIRES' logo at the top. Below the logo, the date and time '10/09/27 6:36:22' are shown. The section is titled 'Display Item Technical Info'. The technical data for item number 246220 is displayed in a structured format. At the bottom of the page, there is an 'Exit' button. The browser's status bar at the bottom indicates 'Internet | Protected Mode: On' and a zoom level of '100%'.

**TOYO TIRES**

10/09/27 6:36:22

**Display Item Technical Info**

Item Number **246220**      **245/40ZR19 98Y PXT1R TL**

---Technical Data--- Tire Size **245/40ZR19\*\***      UTQG Rating/PR **280AA A**

LT   RE Y Section Width/OD **245** AR/Tread Width **40.0** Rim **19.0**

Type **TL** Sidewall **BW**    LI/SS **98Y**      Tire Weight    **26.23** LBS    **11.90** KG

Orig Tread Depth    **10.3** /32    **8.2** MM Overall Diameter :    **26.7** INS    **678.0** MM

Overall Width :      **9.7** INS **247.0** MM Static Loaded Radius    **12.5** INS    **318.0** MM

Dyn Loaded Radius    **13.0** INS **329.0** MM Rolling Circumference    **81.4** INS    **2068** MM

Revs **483** KM    Revs **778** MI      Rim Design **8.50** Alternate Min **8.00** Max **9.50**

Max Load **1653** LBS Max PSI    **50** Construction: Tread **1R+2S+1N**      Sidewall **2R**

Internet | Protected Mode: On    100%

## Work with Orders:

This function allows you to see all your transaction with Toyo. If you are placing orders with your corporate warehouses these cannot be shown here unless your head office has an agreement with Toyo to show these orders on the Toyo system (the Order Type Class for such orders will be "S" for statistics). This screen looks like:

14/05/23 9:48:16

Work with ALL Orders by Dealer

View: \*\* All \*\*

Change View

Order # Status Type Whse Invoiced OTC Sold# Ship# Invoice

Customer PO

Order #	Status	Type	Whse	Invoiced	OTC	Ship#	Ship-To Name
765374	INV	REG	V	14/05/13	O	10030	MISC/BRITISH COLUMBIA
765443	CANCEL	REG	V		O	10030	MISC/BRITISH COLUMBIA
765445	INV	REG	V	14/05/14	O	10030	MISC/BRITISH COLUMBIA
765307	CANCEL	REG	V		O	10030	MISC/BRITISH COLUMBIA
765342	CANCEL	REG	V		O	10030	MISC/BRITISH COLUMBIA
765355	CANCEL	REG	V		O	10030	MISC/BRITISH COLUMBIA
765205	CANCEL	REG	V		O	10030	MISC/BRITISH COLUMBIA
765207	INV	REG	V	14/05/09	O	10030	MISC/BRITISH COLUMBIA
764415	CANCEL	REG	V		O	10030	MISC/BRITISH COLUMBIA
764126	CANCEL	REG	V		O	10030	MISC/BRITISH COLUMBIA
764137	CANCEL	REG	V		O	10030	MISC/BRITISH COLUMBIA
764181	CANCEL	REG	V		O	10030	MISC/BRITISH COLUMBIA
764188	CANCEL	REG	V		O	10030	MISC/BRITISH COLUMBIA
763992	INV	REG	V	14/05/09	O	10030	MISC/BRITISH COLUMBIA

Exit Prompt New

There are filter fields at the top of this screen as well as additional buttons at the bottom of this screen. For creation of an order request

## Order Type Class (OTC):

The Order Type Class, or OTC, is one of the following values:

W = Web order

O = Orders

D = Direct Invoice

C = Credits

R = Direct Credit

A = Advertising order

S = Statistics ← orders replicated on Toyo computer system (sent by your head office)

When viewing an order you will see the item level first.



## View OE Document:

To view an OE Document click the Pencil icon on the far left of the row. This will bring you to a screen which looks like this:

The screenshot shows a web browser window with the URL `http://b2b.toyoc...` and the page title 'Toyo Tires'. The main heading is 'TOYO TIRES' in large blue letters. Below this, the date and time '14/05/23 9:48:45' are displayed. The section is titled 'Display OE Document Details'.

Order 748038 Required

Ship-To MISC/BRITISH COLUMBIA ( 10030 ) Qty Ordered 4

Sold-To MISC/BRITISH COLUMBIA ( 10030 ) Qty Shipped 4

Below the order details is a search bar with a '<-- Search' button.

Item Number	Ordered	Shipped	Net Price	Item Description
252310	2	2		245/40ZR17 95Y XL PXT1 SPORT TL
TRBC1	2	2		RECYCLE LEVY - BC (PA)

At the bottom of the screen are three buttons: 'Exit', 'Header', and 'Hide/Show Prices'.

From this screen there are buttons to view the header as well as Hide/Show prices. Note: Only B2B Administrators at your head office location can see prices.

The header screen also has buttons which will show you totals, prices and notes. The header screen looks like this:

TOYO TIRES

14/05/23 9:49:33

Display OE Document Header

Order 765445 Ship-To 10030 Sold-To 10030  
Invoice 1155831 CRAIG CANTLIN MISC/BRITISH COLUMBIA  
OrdType Class 0 .  
Sales Rep 10  
Warehouse V

V6V 1K9 V6V 1K9

Type : REG Regular Subtotal  
Status INV Invoice/Credit Note Issued Tax :  
Inv Type \* Default Total--> CAN  
Shipping TP TRANSPORT Freight \*Blank

PO ed j Waybill BOL

Ordered 14/05/13 Required  
Shipped 14/05/14 Invoiced 14/05/14

Exit Hide/Show Prices Notes Totals



## Creating your order Request:

There are two ways to reach this function.

- 1) From "Stock Inquiry" screen click the "Order Now" button
- 2) From "Work with Orders" function click the click "New" button.

The screen you will reach looks like this:

**TOYO TIRES**

14/05/23 9:50:09

**Add Order Request by Dealer**

Ship-To MISC/BRITISH COLUMBIA ( 10030 )  
Sold-To MISC/BRITISH COLUMBIA ( 10030 )  
Phone ( 604 ) 304 - 1941

Customer PO:  Whse V  
Shipping  TRANSPORT

Type: REG Regular Order Request  
Status : OPEN Open Ordered 14/05/23  
InvType \* Default Required   
Sales Rep 10 HOUSE ACCOUNTS

Fed Tax Number Prov Tax Number

Item Number Item Description  
352440 LT285/70R17 121S 10E OPAT2 OWL~  
will be added.

On the next screen you will be able to adjust the items as well as the quantity for each item. In the sample shown above item 111600 was passed through from Stock Inquiry so the program will assume a quantity of four (which can be changed on the next screen).

To assist you in completing your order request there are buttons provided to allow you to add items to your request, add and edit notes for the order request, add and edit notes for a specific item and also two ways to exit this screen, which are “Confirm” or “Cancel” the order request. Here is what the order request screen looks like when a few items have been added:

**TOYO TIRES**

10/09/26 13:20:42

**Work with Order Request Lines**

Order 631447 Warehouse V Type REG Qty Ordered 20  
 Ship-To MISC/BRITISH COLUMBIA ( 10030 ) Required  
 Sold-To MISC/BRITISH COLUMBIA ( 10030 )  
 <-- Line Customer PO test

4=Delete 9=Item Notes

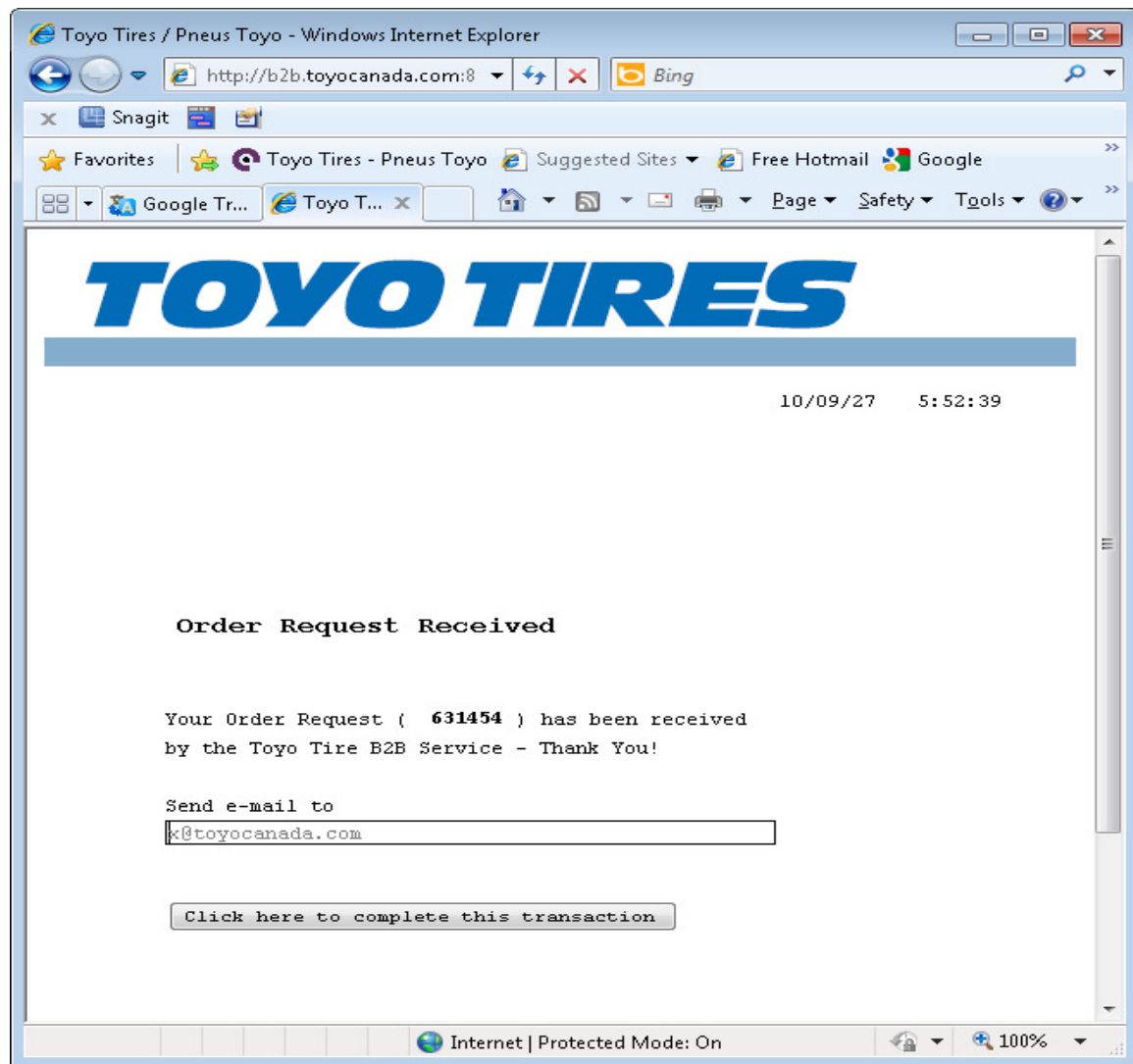
? Seq	Num	Ordered	Alloc	Item Number	Item Description
<input type="checkbox"/>	1	<input type="text" value="4"/>	4	111600	205/65R16 95T=VERSADO.LX
<input type="checkbox"/>	2	<input type="text" value="4"/>	4	197450	255/45ZR18 103W=PX4 TL
<input type="checkbox"/>	3	<input type="text" value="4"/>	4	300330	P265/70R16 111T OPAT WO;TL
<input type="checkbox"/>	4	<input type="text" value="4"/>	4	137120	215/70R15 98Q OBG02+ TL
<input type="checkbox"/>	5	<input type="text" value="4"/>	4	300300	305/50R20 120T=OPAT TL

Press Page Up / Page Down for more ...

Submit Confirm & Order Add Items Header Notes Cancel Order Request

Internet | Mode protégé : activé 100%

When your order request is ready to be sent to Toyo click the `Confirm & Order` button. This will take you to the confirmation screen which looks like this:

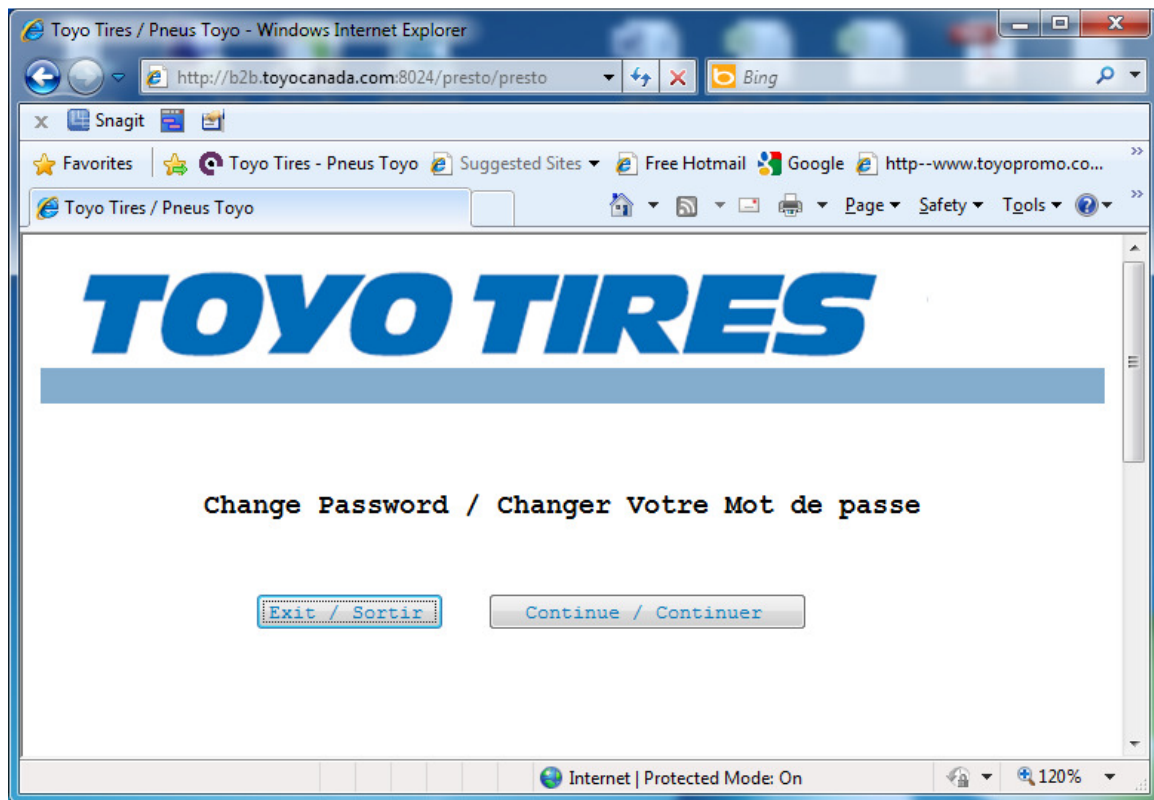


Complete the process by clicking the button labelled "Click here to complete this transaction".

## Changing your Password:

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When you want to change your password, or when it is required, you will use this function.



Begin the process by clicking the “Continue” button. You will then be at the actual password change screen. Complete this screen by entering your current password and then your new password twice. It is recommended that you use the tab key to move between fields and only press then ENTER key or submit button when all fields are completed. Fields are ten characters long and the cursor will automatically move to the next field as you type the 10<sup>th</sup> character in any field.

The screenshot shows a web browser window titled "Toyo Tires / Pneus Toyo - Windows Internet Explorer". The address bar shows the URL "http://b2b.toyocanada.com:8024/presto/presto". The browser's Favorites bar includes "Toyo Tires - Pneus Toyo", "Suggested Sites", "Free Hotmail", "Google", and "http--www.toyopromo.co...". The page content features the "TOYO TIRES" logo at the top, followed by the heading "Change Password / Changer Votre Mot de Passe". Below this, the user profile is listed as "NATEST01" and the last change date is "10/09/16". There are three input fields for "Current password / mot de passe actuel:", "New password / nouveau mot de passe:", and "Retype to verify / retaper pour vérifier:". At the bottom of the form are two buttons: "Cancel / Annuler" and "Submit / Soumettre". A "Policy / Politique:" section follows, detailing password requirements: "6-10 Characters. Start with letter and at least one digit required." and "6-10 caractères. Commencez par une lettre et au moins un chiffre requis.", as well as "Change every 90 days. Not same as prior 10 passwords." and "Changer tous les 90 jours. Différent des 10 derniers mot de passe." The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of "120%".

TOYO TIRES

**Change Password / Changer Votre Mot de Passe**

User profile / Profil de l'utilisateur: NATEST01

Last changed/ Dernière modification de: 10/09/16

Current password / mot de passe actuel:

New password / nouveau mot de passe:

Retype to verify / retaper pour vérifier:

**Policy / Politique:**

6-10 Characters. Start with letter and at least one digit required.

6-10 caractères. Commencez par une lettre et au moins un chiffre requis.

Change every 90 days. Not same as prior 10 passwords.

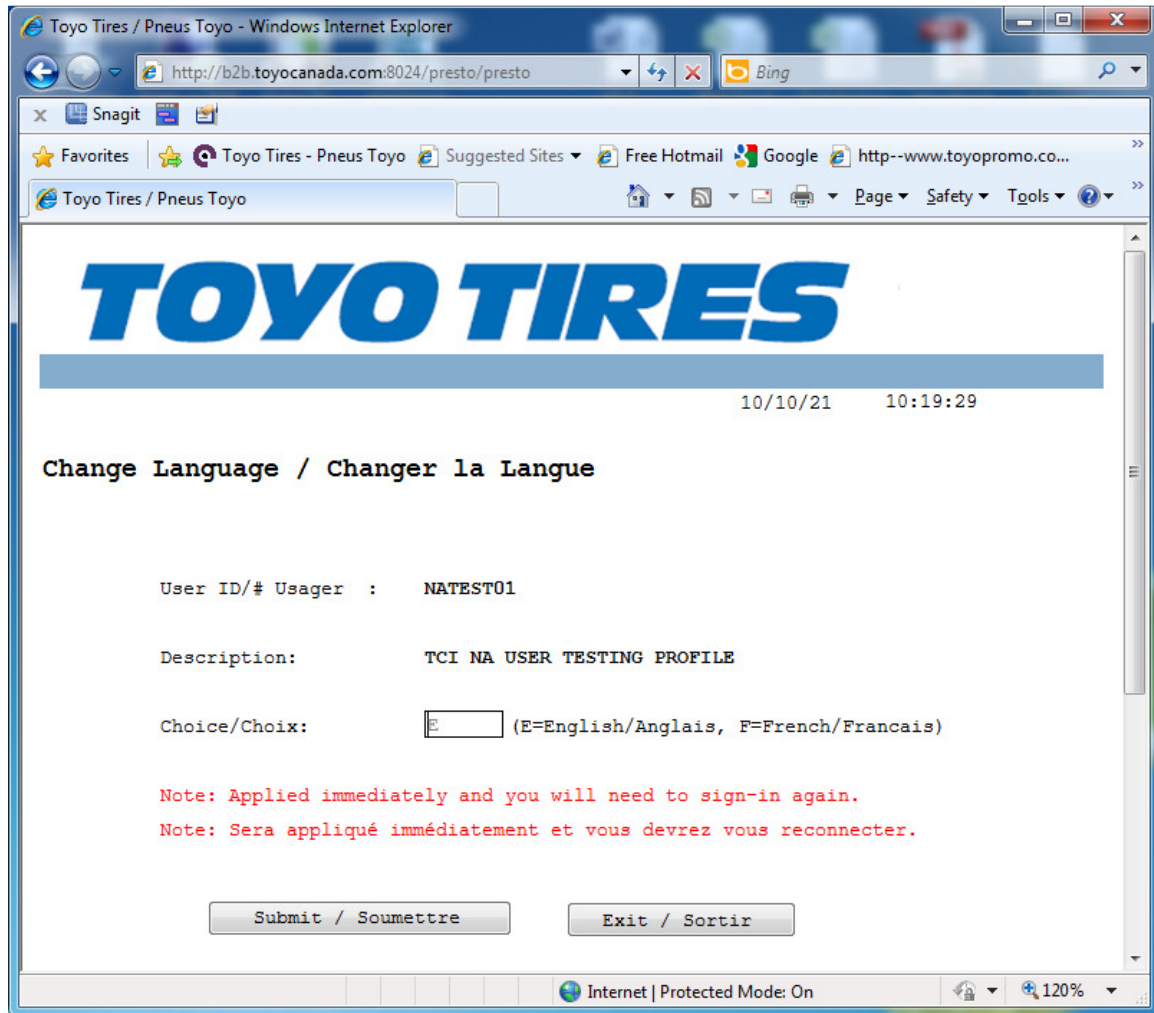
Changer tous les 90 jours. Différent des 10 derniers mot de passe.

Internet | Protected Mode: On 120%

## Change your Language:

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This option allows you to switch between English and French when using this site. The program will offer the other language so all you need to do is to click the Submit button. Here is what this screen looks like:





## Work with Invoices and Credits:

This function is limited to head office staff and only those who have been approved to see this information. This function provides you access to your invoices and credits. Most common uses are to retrieve missing documents and/or to check current and past statements. There are buttons for accessing your most recent statement as well as generating a statement on demand. The statement on demand is useful when looking for your current balance or when attempting to close your fiscal year/period and want your balance without waiting for the month end statement to be sent.

Toyotires / Pneus Toyotires - Windows Internet Explorer

http://b2b.toyocanada.com/

Favoris Galerie de composants ...

VAN\_Ro... Toy... X

Page Sécurité Outils ?

# TOYO TIRES

10/09/26 10:51:54

## Work with Invoices and Credits

YYYY-PP Issued  Description

YYYY-PP Paid  Aging Bucket

Order #  Ext Ref  Posting Status ☐ (O=Open, P=Paid)

Cust# Invoice/Credit# Trn Tran Dte Original Amount Open Amount Due Date

10030

1=Display Order/Credit P=Print Order/Credit

?	Cust#	Reference	Trn	Tran Dte	Orig Amount	Open Amount	Due Date
<input type="checkbox"/>	10030	CASH/647162	CQ	10/07/02	1,057.28-	.00	10/07/02
<input type="checkbox"/>	10030	CASH/648755	CQ	10/07/16	300.25-	.00	10/07/16
<input type="checkbox"/>	10030	CASH/652334	CQ	10/08/18	147.84-	.00	10/08/18
<input type="checkbox"/>	10030	CASH/654187	CQ	10/08/31	586.88-	.00	10/08/31
<input type="checkbox"/>	10030	CASH/654739	CQ	10/09/07	147.84-	.00	10/09/07
<input type="checkbox"/>	10030	CASH/654982	CQ	10/09/08	757.12-	.00	10/09/08
<input type="checkbox"/>	10030	004	CQ	10/06/08	719.88-	.00	10/06/08
<input type="checkbox"/>	10030	0081	CQ	10/06/25	1,051.40-	.00	10/06/25
<input type="checkbox"/>	10030	0095	CQ	10/08/10	268.80-	.00	10/08/10
<input type="checkbox"/>	10030	026	CQ	10/07/15	766.08-	.00	10/07/15
<input type="checkbox"/>	10030	063	CQ	10/09/07	168.00-	.00	10/09/07
<input type="checkbox"/>	10030	080	CQ	10/07/23	784.00-	.00	10/07/23

Press Page Up /Page Down for more ...

Submit Exit Select Transaction Type Month End Stmt Current Stmt

Internet | Mode protégé : activé 100%

## Administer B2B Users (Sold-To or Head Office):

This function allows B2B administrators to add new users, remove unwanted users and change user access as necessary at your head office as well as all your registered locations.

You can also use this function to reset profiles and passwords. The first step is to your locations where the B2B Users to be administered are located at. This screen looks like this:

**TOYO TIRES**

14/04/25 12:09:57

**Work with B2B Locations**

View:

Sold-To 10907 TOYO TIRE (USA) CORP.

Cust# Name City Store#

	Cust#	Name	#Users	City	Store #
↑	10907	TOYO TIRE (USA) CORP.	1	CYPRESS	
↓	11048	TOYO TIRE (USA) CORP.	0	ONTARIO	
	13157	TOYO TIRE (USA) CORP.	0	ALLENTOWN	

Once you have chosen your location then continue with the same procedure for managing B2B users at a ship-to location (see below).

## Administer B2B Users (Ship-To or NON-Head Office):

This function allows you to add new users, remove unwanted users and change user access as necessary for the location shown. You can also use this function to reset profiles and passwords. This screen looks like this:

**TOYO TIRES**

14/04/25 12:10:24

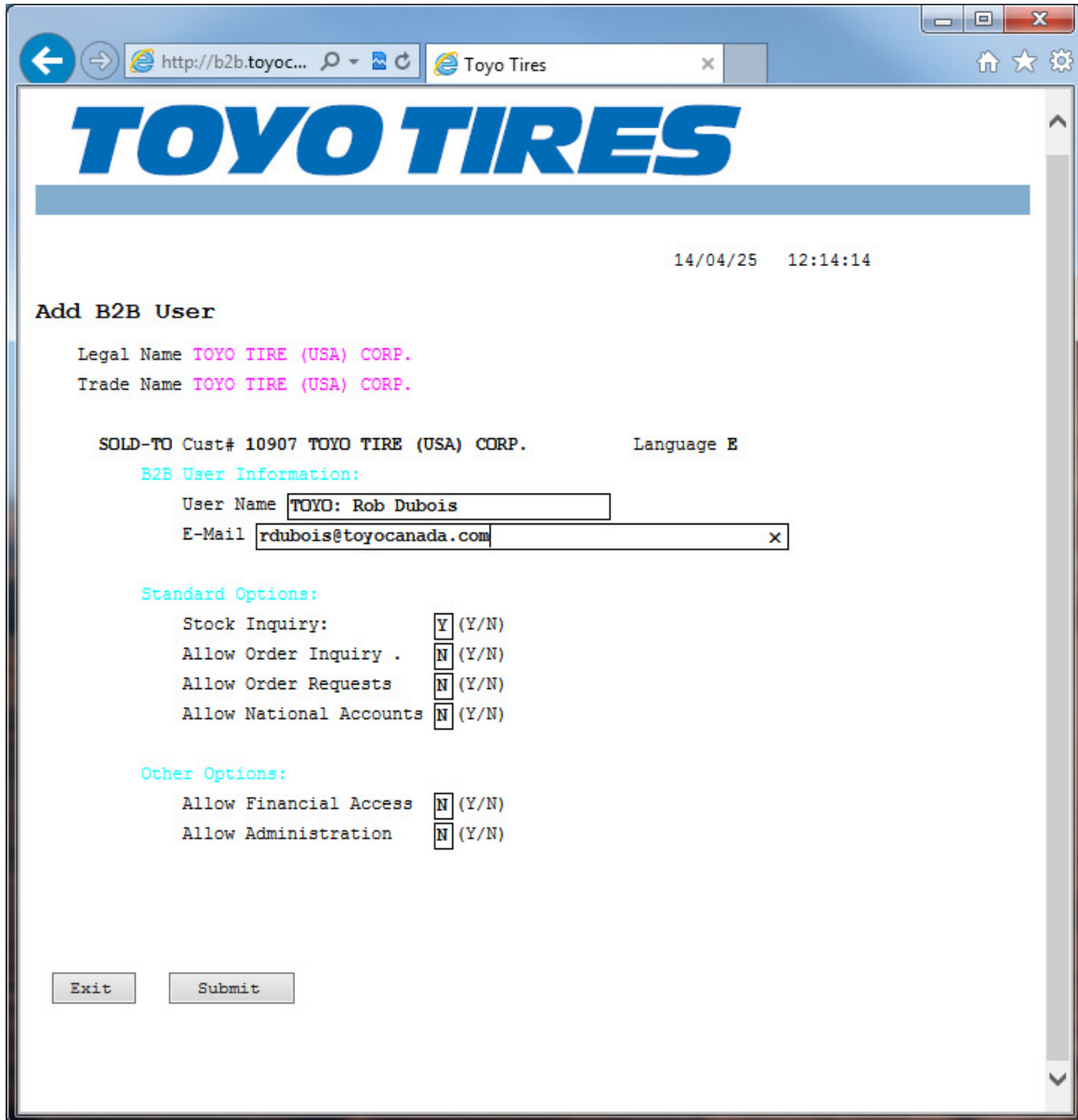
**Work with B2B Users**

SHIP-TO Cust# 10907 TOYO TIRE (USA) CORP.  
Sales Rep 10 HOUSE ACCOUNTS  
Tel: 0 - 0 - 0

	User ID	User ID Description	Status	Login	
 	NATEST01	TCI NA USER TESTING PROFILE	*ENABLED	Y	*ADMIN*
 					
 					
 					
 					
 					
 					
 					
 					
 					
 					
 					

## Create New B2B User:

This function allows for adding a new user. This user will be associated with the location selected above. During creation specify the B2B services desired and click submit.



The screenshot shows a web browser window with the URL <http://b2b.toyoc...> and the page title "Toyo Tires". The page features the "TOYO TIRES" logo at the top. Below the logo, the date and time "14/04/25 12:14:14" are displayed. The main heading is "Add B2B User".

Legal Name TOYO TIRE (USA) CORP.  
Trade Name TOYO TIRE (USA) CORP.

SOLD-TO Cust# 10907 TOYO TIRE (USA) CORP. Language E

B2B User Information:

User Name   
E-Mail

Standard Options:

Stock Inquiry:	<input type="checkbox"/> Y (Y/N)
Allow Order Inquiry .	<input type="checkbox"/> N (Y/N)
Allow Order Requests	<input type="checkbox"/> N (Y/N)
Allow National Accounts	<input type="checkbox"/> N (Y/N)

Other Options:

Allow Financial Access	<input type="checkbox"/> N (Y/N)
Allow Administration	<input type="checkbox"/> N (Y/N)

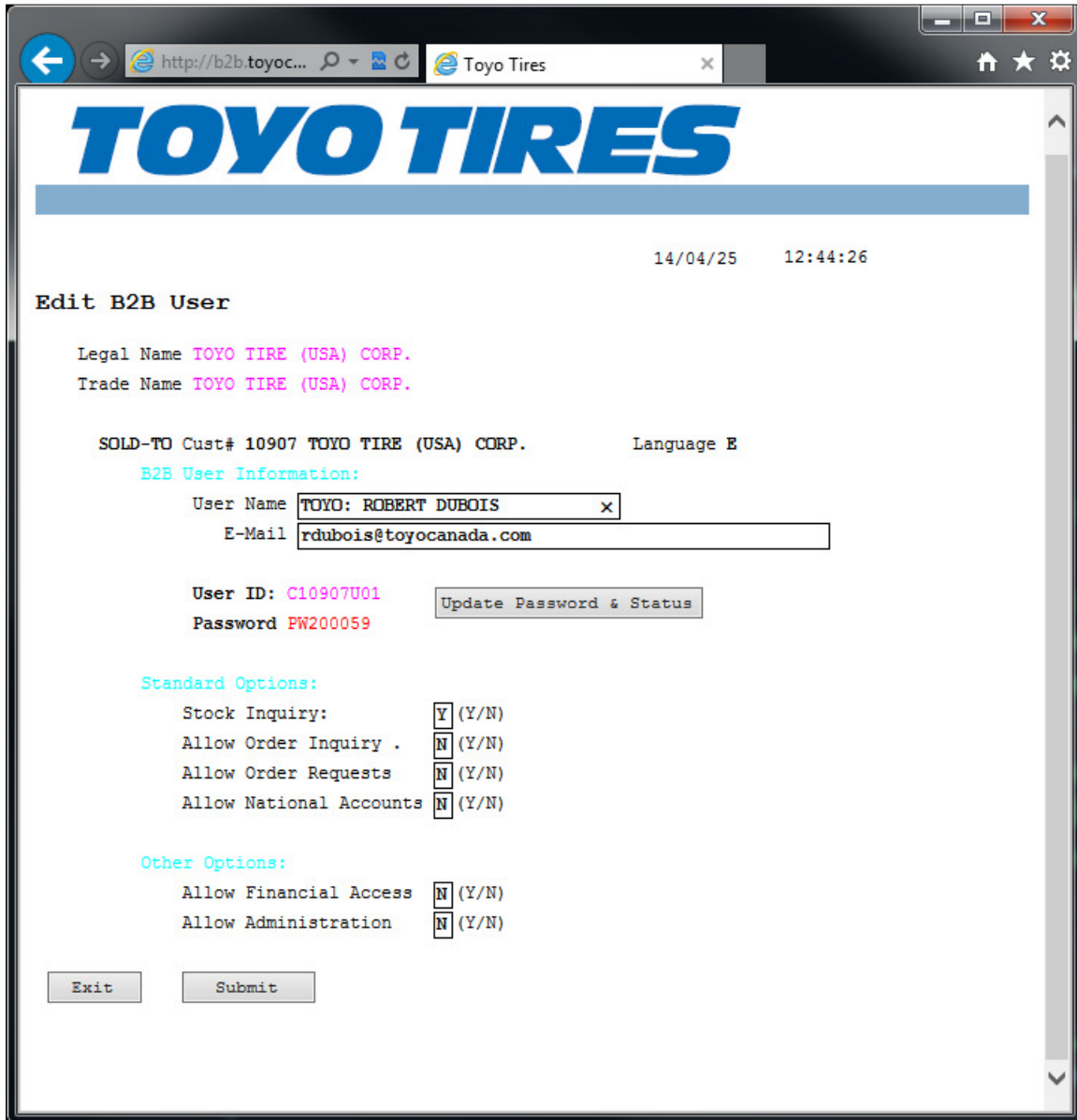
At the bottom, there are two buttons: "Exit" and "Submit".

Complete the missing fields and set the preferences and then click Submit or press Enter key. This will take you to the next screen which is the Edit B2B User where you can make further changes as well as see the new user's password. The new B2B profile is now ready for use.

## Edit B2B User:

This function allows you to make changes to an existing B2B user, which includes name, email, password, re-enabling (after too many failed login attempts, etc.), and also what B2B functions the user is entitled to perform.

This screen looks like this:



The screenshot shows a web browser window with the address bar displaying 'http://b2b.toyoc...' and the page title 'Toyo Tires'. The main content area features the 'TOYO TIRES' logo at the top. Below the logo, the date and time '14/04/25 12:44:26' are shown. The section is titled 'Edit B2B User'. It contains the following information and controls:

- Legal Name: TOYO TIRE (USA) CORP.
- Trade Name: TOYO TIRE (USA) CORP.
- SOLD-TO Cust# 10907 TOYO TIRE (USA) CORP. Language E
- B2B User Information:
  - User Name: TOYO: ROBERT DUBOIS (with a clear button 'x')
  - E-Mail: rdubois@toyocanada.com
- User ID: C10907U01
- Password: PW200059
- Update Password & Status button
- Standard Options:
  - Stock Inquiry: ☒ (Y/N)
  - Allow Order Inquiry: ☐ (Y/N)
  - Allow Order Requests: ☐ (Y/N)
  - Allow National Accounts: ☐ (Y/N)
- Other Options:
  - Allow Financial Access: ☐ (Y/N)
  - Allow Administration: ☐ (Y/N)
- Exit and Submit buttons at the bottom.

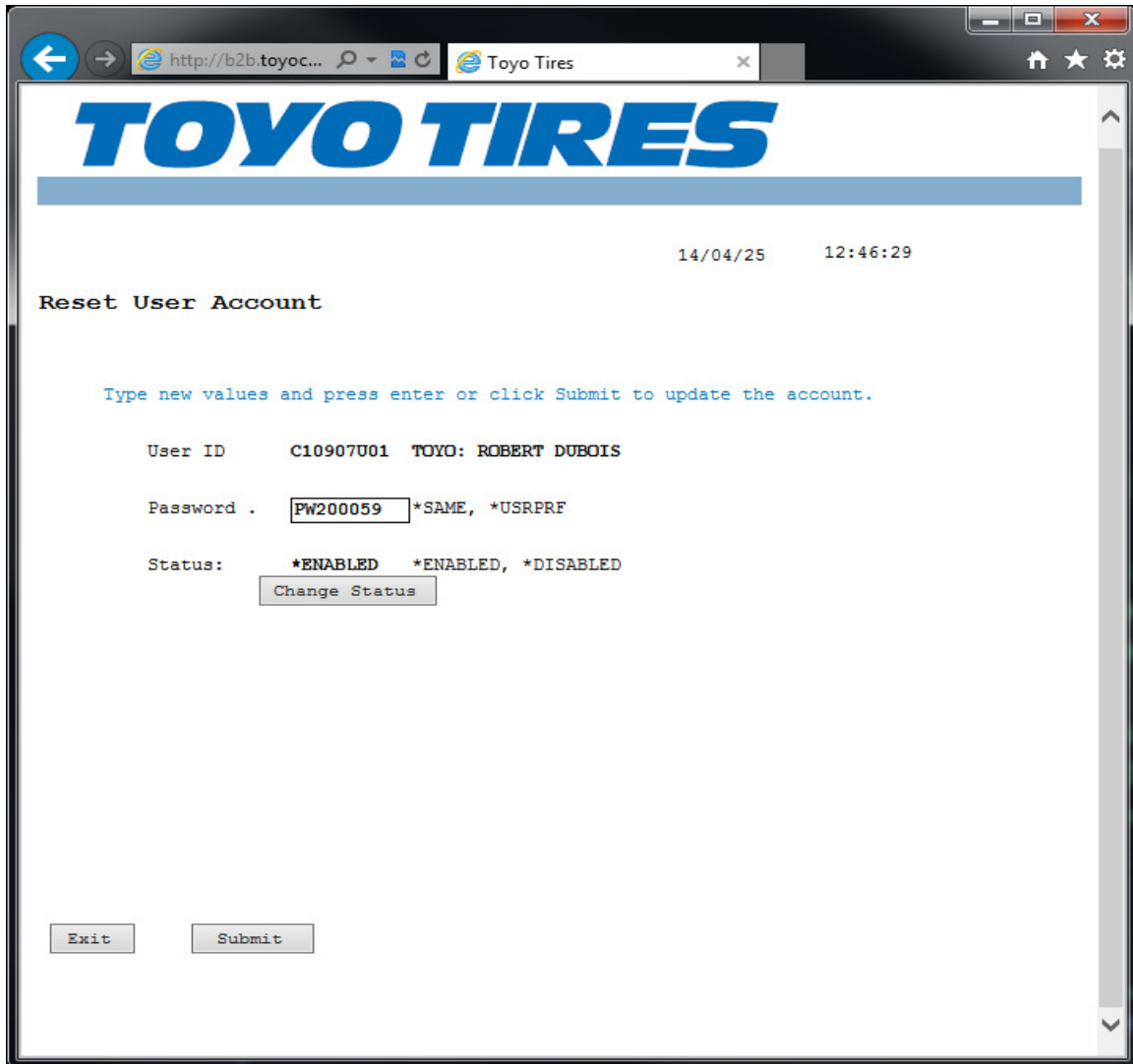
To enable or disable the user use the button located by the user ID and password.

## Reset User Account:

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This function allows you to change the user's password as well as change the user's ability to gain access to the B2B system.

This screen looks like this:



The screenshot shows a web browser window with the address bar displaying "http://b2b.toyoc..." and the page title "Toyo Tires". The main heading is "TOYO TIRES" in large blue letters. Below the heading, the date and time "14/04/25 12:46:29" are displayed. The section title is "Reset User Account". A blue instruction text reads: "Type new values and press enter or click Submit to update the account." The form contains three fields: "User ID" with the value "C10907U01 TOYO: ROBERT DUBOIS", "Password ." with the value "PW200059" and options "\*SAME, \*USRPRF", and "Status:" with the value "\*ENABLED" and options "\*ENABLED, \*DISABLED". A "Change Status" button is located below the status field. At the bottom of the form are "Exit" and "Submit" buttons.

User ID	C10907U01 TOYO: ROBERT DUBOIS
Password .	PW200059 *SAME, *USRPRF
Status:	*ENABLED *ENABLED, *DISABLED

Change Status

Exit Submit

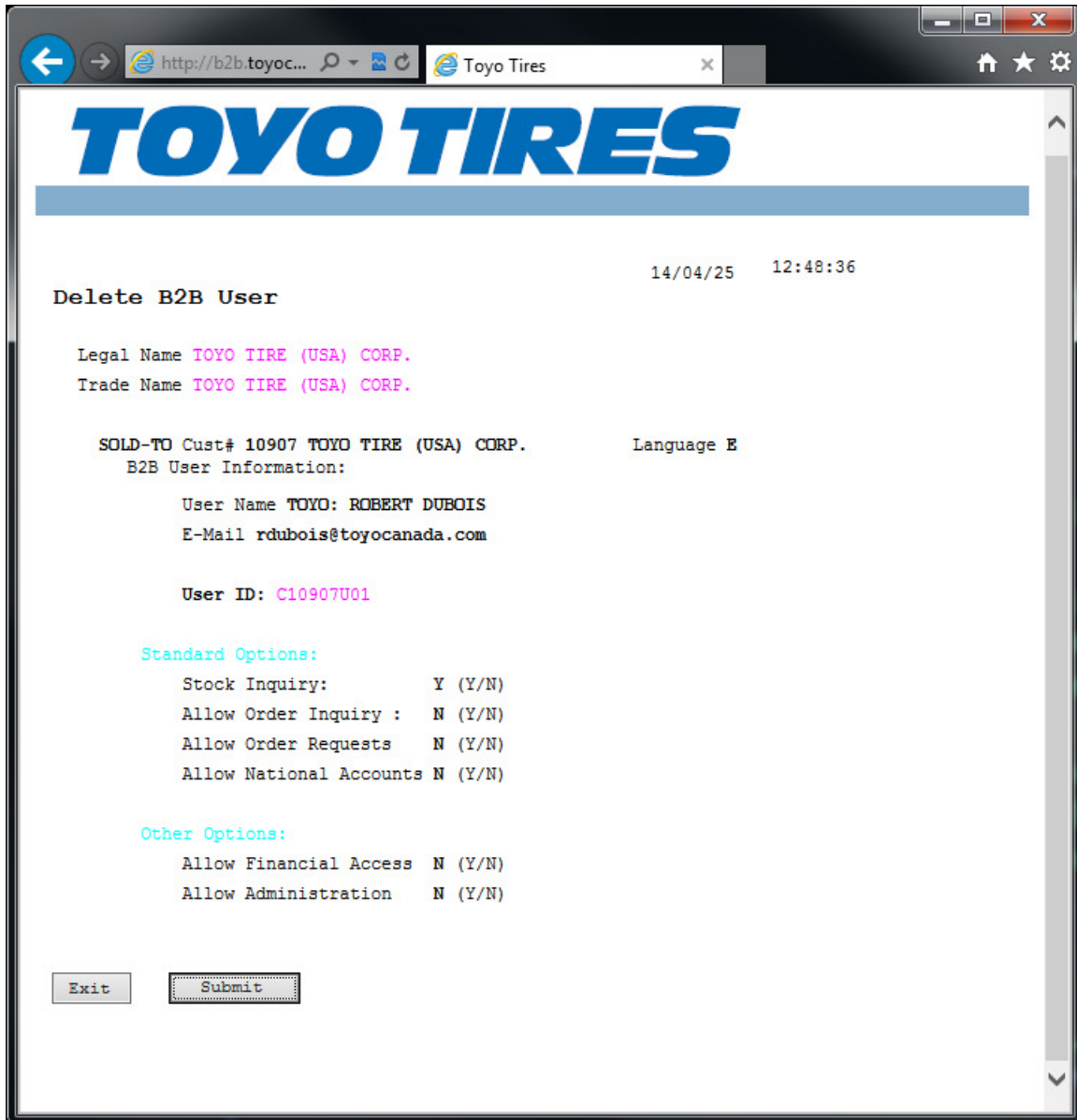
Note: If you want to block an employee from using the B2B system without permanently removing their profile it is recommended that you change the status of their account to be "**\*DISABLED**"



## Delete B2B User:

This function provides the ability to permanently remove a B2B user profile. This function is suitable for use when an employee is leaving your company.

This screen looks like this:



The screenshot shows a web browser window with the address bar displaying 'http://b2b.toyoc...' and the page title 'Toyo Tires'. The main content area features the 'TOYO TIRES' logo at the top. Below the logo, the date '14/04/25' and time '12:48:36' are displayed. The section title 'Delete B2B User' is centered. The form contains the following information:

Legal Name TOYO TIRE (USA) CORP.  
Trade Name TOYO TIRE (USA) CORP.

SOLD-TO Cust# 10907 TOYO TIRE (USA) CORP. Language E  
B2B User Information:

User Name TOYO: ROBERT DUBOIS  
E-Mail rdubois@toyocanada.com

User ID: C10907U01

Standard Options:

Stock Inquiry:	Y (Y/N)
Allow Order Inquiry :	N (Y/N)
Allow Order Requests	N (Y/N)
Allow National Accounts	N (Y/N)

Other Options:

Allow Financial Access	N (Y/N)
Allow Administration	N (Y/N)

At the bottom of the form, there are two buttons: 'Exit' and 'Submit'.

## Work with National Accounts:

This function allows you to enter new national accounts as well as search previously submitted national account transactions. There are different types of National Accounts (such as: Car Dealer Networks, Fleet Lease companies, Government agencies, etc.). This is what the screen looks like:

10/09/27 13:24:12

**Review National Accounts Processed** View: \*\* All \*\*  
[Change View](#)

Sold-To **10030 MISC/BRITISH COLUMBIA**  
Ship-To **10030 MISC/BRITISH COLUMBIA**

Claim Form Auth/PO# Reference/Notes Invoice

	Claim Form	Auth Code	Dealer Ref	Invoice	Invoiced	Status
	NA-73820	ABC1234	0854875	945870	10/09/27	INV
	NA-73821	TEST2	test2	945871	10/09/27	INV
	NA-73822			0		CANCEL
	NA-73818	SAMPLE		0		OPEN
	NA-73819	SAMPLE_PO	sample_ref	945869	10/09/26	INV
	NA-TESTRD1			0		CANCEL

[Submit](#) [Exit](#) [New](#)

The blue arrows serve to scroll Up and Down the list when there is more than one screen full of data available. You can also use the Page Up and Page Down keys for this same purpose.

The pencil icon, when clicked on, will allow you to continue editing the National Account document (if it is still OPEN) or display the document if it is in any other status.

The page icon, when clicked on, will allow you to obtain additional copies of the National Account Delivery Form (NADF) Confirmation. This is only permitted for NA documents that have been completed (status = "INV").

## National Account – Process Flow:

I am showing the national account process for Fleet Lease as this demonstrates almost every feature of the national account process. Other National Account types will differ in both the screens shown for the process flow as well as the features and function allowed during entry.

From the “Review National Accounts Processed” screen click the “New” button. You will then see this screen:

**TOYO TIRES**

**Select NA Type & Date of Transaction**

Date of Transaction: 10/09/27

Type of NA: FLEET

September 2010

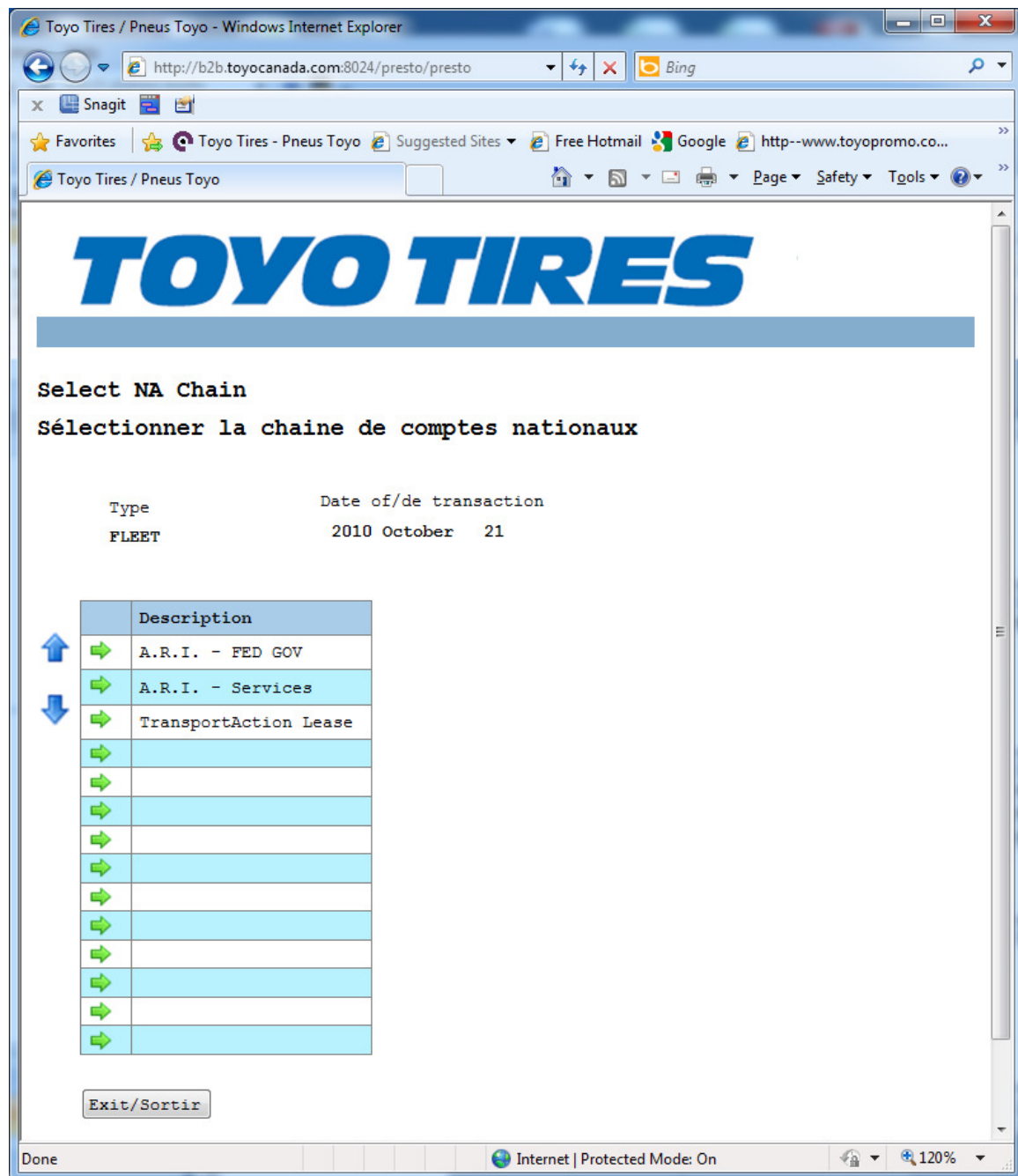
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Submit Exit

OEM = Car Dealer Network  
FLEET = Fleet lease Company  
GOV = Government

Done Internet | Protected Mode: On 100%

Select your NA Chain type and the date on which the sales occurred and then click the submit button. The next screen you see will look like this:



Select the chain you are doing business with by clicking the green arrow to the left of the name. The next screen you see will look like this:

Internet Explorer window titled "Toyo Tires / Pneus Toyo - Windows Internet Explorer". The address bar shows "http://b2b.toyocanada....". The page displays the "TOYO TIRES" logo and the date/time "10/09/26 12:26:34".

### National Account Entry - Step 1

Please indicate the Authorization number you received from the card issuer. If the card issuer does not require an authorization/PO# then enter: N/A

(Required fields are indicated with a \*)

Toyo Customer Number 10030 MISC/BRITISH COLUMBIA  
Local Toyo Warehouse V VANCOUVER (RICHMOND)

National Account Type ARI Financial Services

\*Authorization/PO#

\*Date of Transaction 10/09/26 (YY/MM/DD)

Buttons: Cancel, Submit

Internet | Mode protégé : activé

After completing the Authorization/PO# field and click the submit button. This will take you to step 2 which looks like this:

Internet Explorer window: Toyo Tires / Pneus Toyo - Windows Internet Explorer  
Address bar: http://b2b.toyocanada....  
Page title: Toyo Tires

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# TOYO TIRES

10/09/26 12:28:10

## National Account Entry - Step 2

Welcome to the online national account submission service. Your claim will be assigned the following claim form code. This code will be shown on your monthly statement as well as your credit note.

Claim Form Code	NA-73819	Type	ARI Financial Services
Authorization/PO#	SAMPLE_PO		
Toyo Warehouse	V	VANCOUVER (RICHMOND)	
Date of Transaction	10/09/26 (YY MM DD)		
Reference/Notes	.	<input type="text" value="sample_ref"/>	

Please complete the purchasing location (branch) information below  
(Required fields are indicated with a \*)

*Card Holder's Company Name	<input type="text" value="abc company"/>
Company Address:	<input type="text" value="123 MAIN STREET"/>
City:	<input type="text" value="VANCOUVER"/>
*Province	<input type="text" value="BC"/> British Columbia
Postal:	<input type="text" value="V1V 1V1"/>
Phone:	<input type="text" value="604"/> - <input type="text" value="555"/> - <input type="text" value="1212"/>

Internet | Mode protégé : activé

After completing this screen click the submit button. This will take you to step 3, so you can record the driver and vehicle information, which looks like this:



Internet Explorer window titled "Toyo Tires / Pneus Toyo - Windows Internet Explorer". The address bar shows "http://b2b.toyocanada....". The page displays the "TOYO TIRES" logo and the date/time "10/09/26 12:31:30".

**National Account Entry - Step 3**

Claim Form NA-73819    Type ARI Financial Services    Auth/PO# SAMPLE\_PO

(Required fields are indicated with a \*)

\*Lease Card Number . 1234 5678 0912 345  
\*Lease Card Unit No . 99999  
Tire Position: ALL  
\*License Number: XX 1234  
\*License Province: BC British Columbia  
\*Odometer (KM): 99999

\*Please enter Vehicle Make, Year and Model:  
\*--> 2010 DODGE CARAVAN  
\*VIN HD980985F78D87001    Remaining Depth 12 /32

Please Enter Driver's Name  
\*Drivers Name ROBERT DUBOIS

Buttons: Previous, Cancel, Submit

Internet | Mode protégé : activé

Once you have completed this information click the submit button. This will take you to step 4 which looks like this:

Toyotires / Pneus Toyo - Windows Internet Explorer

http://b2b.toyocanada.com:8023/presto/presto

Snagit

Favorites | Toyotires - Pneus Toyo | Suggested Sites | Free Hotmail | Google

Toyotires / Pneus Toyo

**TOYO TIRES**

10/09/27 14:19:08

**Work NA Form - Step 4**

Order **631466** Type **NA** Claim Form **NA-73829** Transport Action

Ship-To **MISC/BRITISH COLUMBIA** ( **10030** ) Date of Trans **10/09/27**

Sold-To **MISC/BRITISH COLUMBIA** ( **10030** ) Status **OPEN**

Net Qty Item Code Unit \$

4=Delete 9/N=Notes or Add -->

	Quantity	Item Number	Item Description	Unit Prc	
<input type="checkbox"/>	<input type="text" value="4"/>	300300	305/50R20 120T=0PAT TL		
<input type="checkbox"/>	<input type="text" value="4"/>	LT1	MOUNT/INSTALL WITH NEW LT TIRE	<b>8.00</b>	
<input type="checkbox"/>	<input type="text" value="4"/>	LT5	STANDARD LT WHEEL SPIN BALANCE-OFF	<b>16.00</b>	
<input type="checkbox"/>	<input type="text" value="4"/>	LT8	NON SNAP IN RUBBER VALVE FOR LT TI	<b>6.00</b>	
<input type="checkbox"/>	<input type="text" value="1"/>	ATA 40-001	LUBE OIL FILTER	<input type="text" value="49.95"/>	
<input type="checkbox"/>	<input type="text" value="1"/>	NA MISC	NATIONAL ACCOUNT MISCELLANEOUS	<input type="text" value="25.00"/>	<b>NOTES</b>

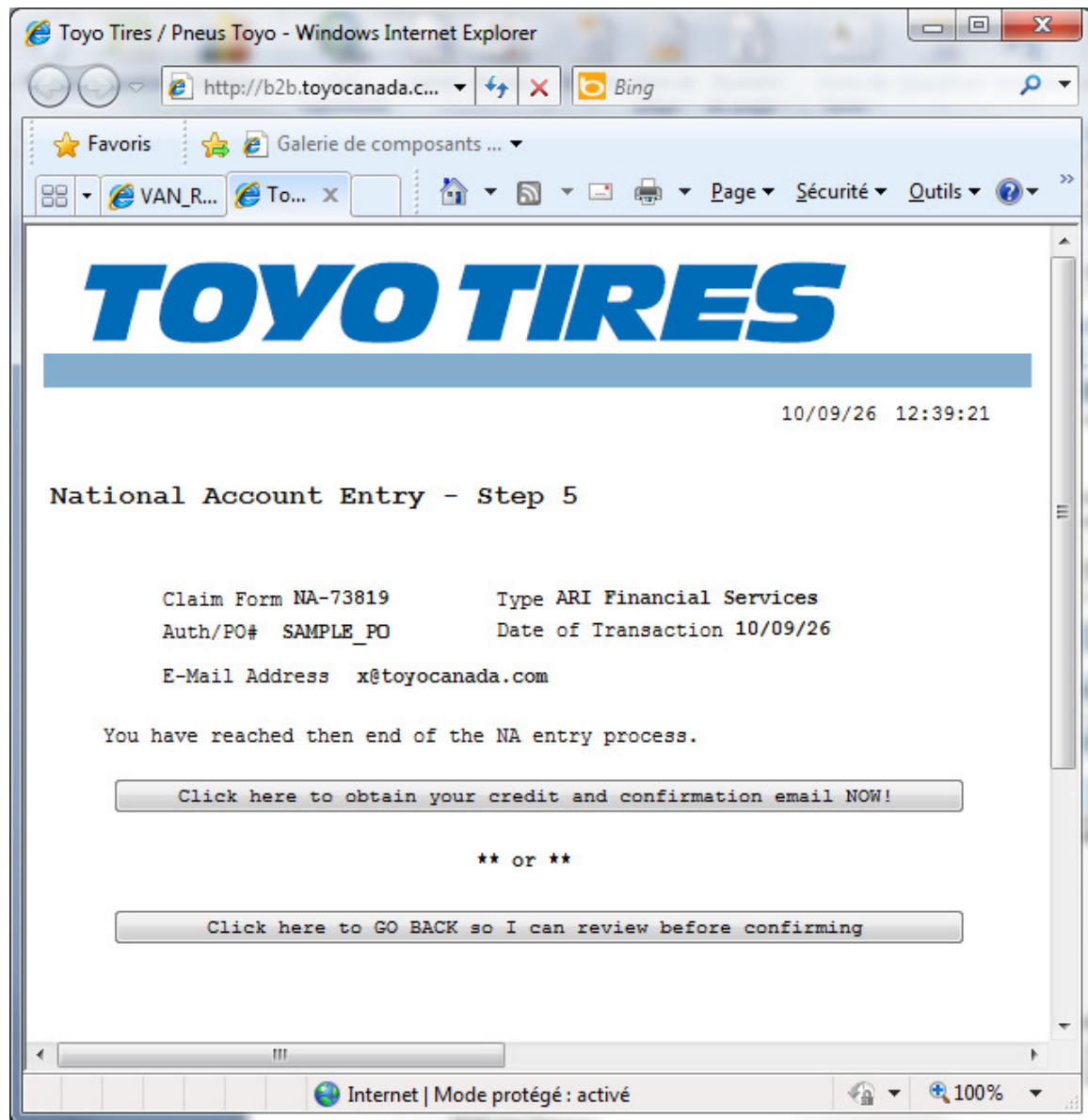
Press Page Up / Down for more ...

Internet | Protected Mode: On

Did you know?

- 1) If the item code starts with is "NA MISC" or "LABOUR" then you will be prompted for notes, which the FLEET requires or they will withhold payment.
- 2) When using the item search do not forget to switch to the Parts and Services catalogue by clicking the button with that title at the bottom of the item search screen.
- 3) When adding items, removing items or adjusting quantity and/or price make sure to click the Submit button to apply your changes.

The above screen shot shows a typical FLEET NA document. When finished entering your NA click the "Continue (Step 5)" button to move to the final step. The next screen looks like this:



## Select Item:

This function is accessed from Stock Inquiry, Order request entry and National Accounts. There are buttons to switch between "Tires" and "Products and services". Also, there are filters to help you quickly find the item(s) of interest. When using the filters you will need to vary the amount of detail you supply in order to get a few entries that are the matches you are looking for. The item search screen looks like this:

14/04/23 14:08:35

**Selectionner un item**

Grandeur Description d'item Code Produit

GSI5

	Numero d'item	Description	Prix de liste
↑	130000	195/65R15 91T OBGSi5 TL	183.00
		Stock --> Van: 24	
↓	130010	215/70R15 98T OBGSi5	185.00
		Stock --> Van: 4	
	130020	175/65R14 82T OBGSi5	165.00
		Stock --> Van: 0	
	130030	185/65R15 88T OBGSi5	179.00
		Stock --> Van: 4	
	130040	215/65R16 98T OBGSi5	213.00
		Stock --> Van: 0	
	130050	235/65R16 103T OBGSi5	241.00
		Stock --> Van: 24	
	130060	215/60R17 96T OBGSi5	235.00
		Stock --> Van: 1	

Click the green arrow, to the left of the item code, to select the item. This will return you to the screen from which you arrived here and the item code selected will then appear on that screen. This functions means you can lookup item code(s) as necessary and never need to remember them or be forced to look them up from another source, such as a price list.

If using the filters at the top of the screen make sure you click submit after you have type your choices into each field otherwise the screen will not update.

The blue arrows serve to scroll Up and Down the list when there is more than one full screen of data available. You can also use the Page Up and Page Down keys for this same purpose.

#### Updates & Technical Support:

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Updates for this document will be available, via hyperlink, on the login page.

For Technical support you have the following choices:

- Contact your Toyo sales rep for training
- Contact your head office administrator
- To report technical problems please contact Toyo IT department